

# Workshops

**Richfield Employment Center  
115 East 100 South  
Richfield, Utah 84701  
(435) 893-0000**

Below is a schedule of the topics that will be covered each week. The workshops will run every Thursday morning from **10:00 to 11:00**.

## Workshop Dates and Topics

### **October**

**4<sup>th</sup>** Skills Identification  
**11<sup>th</sup>** The Job Application  
**18<sup>th</sup>** Resume Building  
**25** No Class (Employer Seminar)

### **November**

**1st** The Cover Letter  
**8th** References  
**15th** Tips for finding the Right Job  
**22nd** Maintaining employment  
**29th** Networking

### **December**

**6th** Tax Credit  
**13th** Apprenticeships  
**20th** Managing finances  
**27th** Job searching and the Internet